

POSITION TITLE:	Catchment Worker		
GROUP:	Asset Management Group	SECTION:	Works Group
REPORTS TO:	Catchment Overseer		
RESPONSIBLE FOR:	NA		
DATE REVIEWED:	August 2021		

HBRC STRATEGY

Our Vision:

We want a healthy environment, a vibrant community and a prosperous economy.

Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

Our Focus:

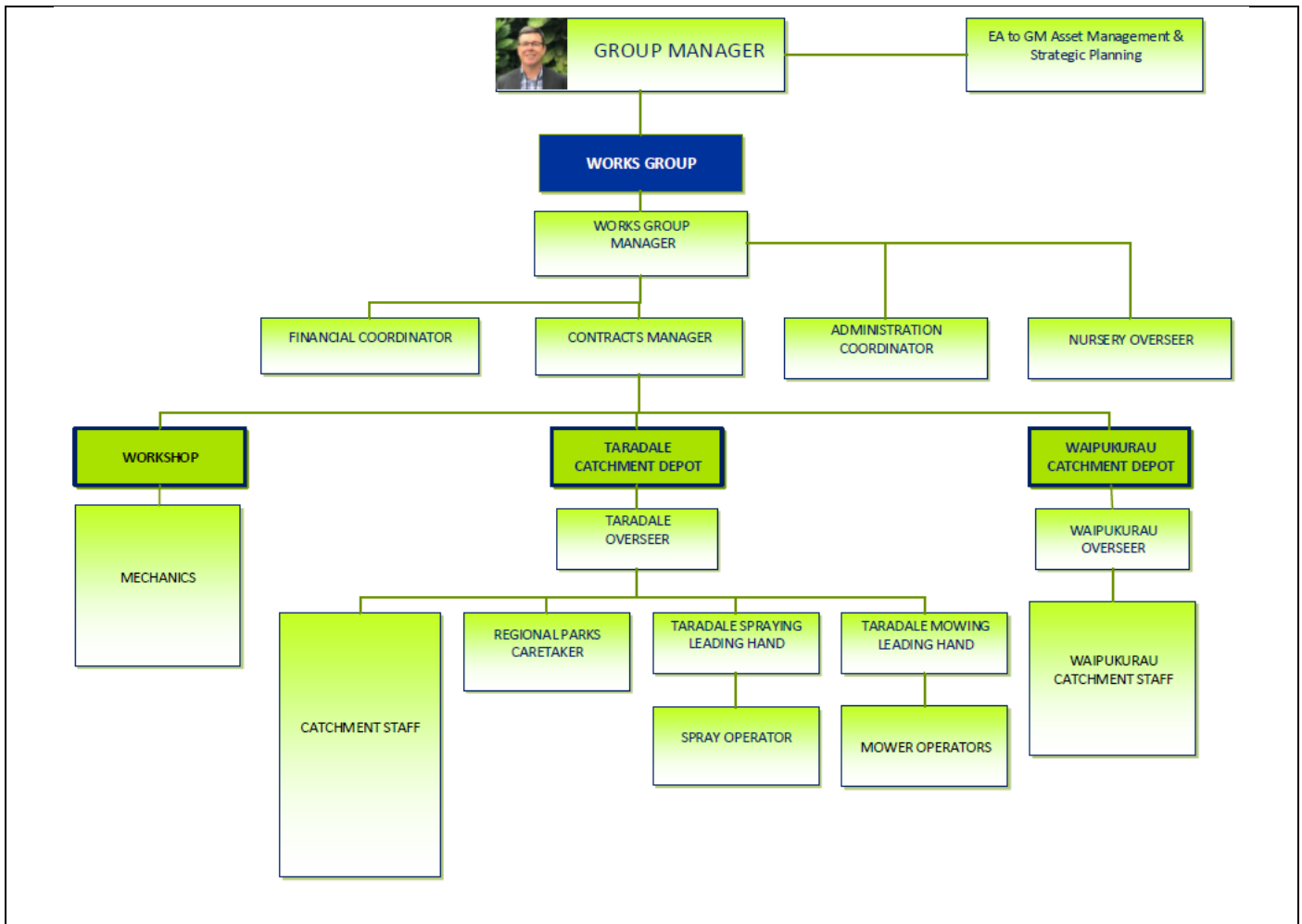
- **Water quality, safety and climate-resilient security** ~ *Te kouniga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare. -rohe*

POSITION SUMMARY

The primary focus of the role is to undertake river and drainage maintenance and minor capital works, operate assigned plant and undertake external and private works in a cost effective, professional and customer focussed manner.

ORGANISATIONAL CONTEXT

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JOB SPECIFIC ACCOUNTABILITES

EXPECTED OUTPUTS	KEY TASKS	METHOD OF MEASUREMENT
Undertakes river and drainage maintenance in a cost effective and professional manner.	<ul style="list-style-type: none"> • Chainsaw operations including tree clearing and lopping. • Fencing. • Scrub-bar work. • Weed Spraying • Pump station maintenance. • Rubbish collection and removal. • Tree Planting and vegetation control • Willow pole planting • Miscellaneous tasks and record keeping. 	<ul style="list-style-type: none"> • Maintenance tasks completed on time with no repeat work. • No complaints from clients. • All jobs completed with a positive margin. • All required paperwork completed accurately and on time (e.g. job, plant and time sheets). • Positive comments from clients on staff appearance and attitude. • Proactive defect reporting to supervisor.
Undertake minor capital works as directed in a professional and timely manner.	<ul style="list-style-type: none"> • Miscellaneous civil works. Concrete placement and timber structures. • Culvert and headwall construction. 	<ul style="list-style-type: none"> • High quality installation works with no customer complaints. • Work completed on time. • Success of structures during storm events.

	<ul style="list-style-type: none"> • Minor construction and building works. • Miscellaneous civil works. 	
Operate major plant in a cost-effective manner.	<ul style="list-style-type: none"> • Conduct daily and weekly checks including all safety checks. report all defects to leading hand and workshop. • Operate plant to maximise output and minimise maintenance and fuel costs. • Pursue through quality circles new methods of plant operation to improve plant productivity. • Conduct spraying, mowing and excavating operations in line with works group codes of operation and associated statutory requirements. 	<ul style="list-style-type: none"> • High availability of major plant achieved particularly during periods of high demand. • Benchmark rates of production achieved or improved on. • Continual improvement in the methods of utilisation of the WG major assets. • No breaches of operational or statutory codes of practise. No complaints of spray drift and damage.
Operate plant and equipment in a safe and economic manner. Conduct all operations in compliance with Works Group Safety Manual and associated Codes of Operation.	<ul style="list-style-type: none"> • Read and understand works group safety manual. • Operate all plant within its capabilities. • Comply strictly with all safety regulations. • Identify work place hazards continuously as part of performing DAY-TO-DAY operations. • Maintain a clean and tidy workplace. actively promote a safe and healthy workplace with fellow workers and contractors. • All accidents and near misses reported in accordance with safety policy. 	<ul style="list-style-type: none"> • Cost of operation of plant in line with manufacturers benchmark figures. • No accidents. Employee with strong safety focus. All hazards reported. • Up to date and accurate Accident Register.
Undertake training opportunities for the benefit of the employee and the Works Group. Promote and practises continuous improvement and quality control within the Works Group.	<ul style="list-style-type: none"> • Make training needs known through performance assessment system. • Actively participate in quality circles (forwarding new ideas, constructively debating ideas and seeking involvement in decision making situations) as opportunity allows. • Maintain a positive overall attitude in the workplace as 	<ul style="list-style-type: none"> • Well skilled team, with appropriate and up to date qualifications necessary for the job. • Proactive quality programme with participation at all levels. • Willingly passes on expertise to fellow workers.

	<p>assessed by your supervisor and peers.</p> <ul style="list-style-type: none"> • Assist in training new team members and pass on experience 	
<p>Carry out Emergency Response work as required in response to adverse weather and Civil Defence situations.</p>	<ul style="list-style-type: none"> • Flood response, civil defence emergency response and attendance to CD training. 	<ul style="list-style-type: none"> • Professional and knowledgeable response team. • Staff well versed in Emergency Response roles.

FUNCTIONAL RELATIONSHIPS

Internal

- Team members
- Team Leader

External

- Consultants and contracts
- Iwi and other community groups
- Members of our community

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

PERSON SPECIFICATION

Minimum qualifications required

- Valid Drivers Licence Class 1
- W.T.R.F Endorsements would be an advantage
- Current Growsafe certification would be an advantage
- Current First Aid certificate would be an advantage
- Basic Chainsaw qualification would be an advantage
- NZQA Unit standards in tree felling, carpentry, concrete placement or drainage would be an advantage

Skill requirements

- Application of agrichemicals
- Safe and competent to use a chainsaw for lopping, cutting and general tree work*
- Able to operate a 4WD vehicle*
- Safe and competent to use a scrub bar*
- Competent in completing paperwork accurately and on time*
- Trained in First Aid
- Can use all safety equipment relevant to position*

**HBRC will provide in house training*

Advanced knowledge

The following indicates what would typically be expected for this role at a competent level:

- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge

Personal Attributes

- Sound judgement and initiative
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.
- Physically fit to meet needs of role
- Committed to safe works practices

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

CHANGES TO JOB DESCRIPTION

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name